

CITY OF BURBANK

REDEVELOPMENT PROJECT ANALYST

DEFINITION

Under supervision, to assist in the implementation of redevelopment projects by performing a variety of professional and technical project tasks; and to do related work as required.

ESSENTIAL FUNCTIONS

Prepares studies to determine appropriate redevelopment needs; conducts surveys to determine overall project area conditions; evaluates data and makes reports and recommendations for use in presentations and public hearings; assists in preliminary negotiations with developers; coordinates redevelopment tasks such as preparation of environmental review documents, acquisition of real estate and engineering work; consults citizens' organizations, public officials, consultants, and other professional staff to determine optimal development patterns; oversees contract work; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - California redevelopment law; the theory, principles, and practices of governmental planning and development; project economics and financing
- Ability to - design and conduct field surveys and research efforts; organize reports and graphic illustrations; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from an accredited college with a degree in business, public administration, planning, or a related field; two years' of progressively responsible experience in planning, real estate or urban redevelopment. NOTE: A Master's degree in business, public administration or related field may be substituted for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.